



TERMS OF REFERENCE

OFFICE	Social Healing and Peacebuilding Office
JOB TITLE / POSITION	Project Development Officer IV
JOB DESIGNATION (if applicable)	Program Focal Capacity Building, Mainstreaming and Localization of Social Healing and Peacebuilding Initiatives
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22 Php 66,867.00 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	To effectively and efficiently assist in the management of the Capacity Building, Mainstreaming and Localization
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Management of the Capacity Building, Mainstreaming and Localization for the NAPWPS, NPYPS, CSPP, GAD and IPHR 2. Provision of technical support to the implementation of the capacity building, mainstreaming and localization 3. Facilitation of capacity building within OPAPRU and with peace partners
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develop, implement and monitor capacity building initiatives of the Social Healing and Peacebuilding Office. 2. Facilitate localization efforts to ensure adoption and sustainability of initiatives on the National Action Plan on Women, Peace and Security (NAPWPS), National Action Plan on Youth, Peace and Security (NPYPS), Conflict-Sensitivity and Peace Promotion (CSPP), and Indigenous Peoples Healing and Reconciliation (IP H&R). 3. Design knowledge-sharing mechanisms, toolkits, and training modules on NAPWPS, NPYPS, CSPP and IP H&R for peace partners. 4. Establish partnerships with National Government Agencies (NGAs), Civil Society Organizations (CSOs), academic institutions, and other relevant stakeholders in the implementation of Capacity Building, Mainstreaming and Localization Initiatives. 5. Monitor and evaluate the impact of capacity-building, mainstreaming, and localization activities, providing data-driven recommendations for improvement. 6. Facilitate training sessions, workshops, and consultations on NAPWPS, NPYPS, CSPP and IP H&R.

	<ol style="list-style-type: none">7. Facilitate capacity building activities and workshops on Gender and Development, Conflict Sensitivity and Peacebuilding for OPAPRU personnel and other peace partners.8. Provide logistical and administrative assistance for capacity-building activities, including organizing meetings, workshops, and training sessions, procurement and resource management.9. Performs other tasks as may be directed.
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